

City of Winchester

Electoral Board Meeting Minutes

Wednesday, Sept. 6, 2017

1) Meeting called to order at 4pm.

At : City of Winchester Office of Election
107-A North East Lane
Winchester, VA 22601

Attendees: Secretary, Joanna Elson
Phil Milstead, Vice Chair
Liz Martin, Registrar
Geoff Lukens, Chair

2) Minutes from the July 20th meeting will be approved at the Sept. 15th meeting.

3) Old Business:

Relocation of CAP Precinct to the Social Hall Library of the Active Living Center in the War Memorial Building at Jim Barnett Park: This was approved at the City Council Meeting on August 22, 2017.

Voting System Security Plan will be revised and reviewed at the Sept. 15th Electoral Board Meeting.

Security of the Registrar's Office, Electoral Board Office and Equipment Rooms:

Front door of the building is locked by the Registrar's Office after business hours. The building is also used as a Fitness/Gym for the Winchester City Police. They have access to the bathrooms in the hallway. The patrons of the Fitness Center are at different times leaving through the front door and leaving it unlock. The patrons have a back entrance that is suppose to be used to enter and exit the Gym. The Registrar's Office and Electoral Board Offices need to be block off with limited to know access after hours. Liz Martin will check with Fire Marshall about what we could do to solve the security problem. Maybe install a security keypad on the front door.

4) New Business:

L & A Testing - Monday, Sept. 11th at 9:00 am at the Registrar's Office. Electoral Board will be there observing and helping.

Research the cost of purchasing Cages to carry all of the voting equipment. Contact Albemarle County to see how they are using the cages.

Officer of Election Training Dates: Location: Registrar's Office and Electoral Board Office

Monday, Oct. 16th, 5:30pm - 8:00pm - Head and Assistant Officer Training

Tuesday, Oct. 17th, 5:30pm - 8:00pm - Old Town and Merriman's'

Wednesday, Oct. 18th, 5:30pm - 8:00pm - VA Ave. and Frederick Douglas

Thursday, Oct. 19th, 5:30pm - 8:00pm - War Memorial and Rolling Hills

Monday, Oct. 23rd, 3:00pm - 5:00pm - CAP Training

Registrar's Updates:

Review Source Evaluation on the 2 voting machines to discuss at the next meeting.

Ballots will be delivered on 9/11 to the Registrar's Office.

Mail Delivery interruption has been resolved due to a substitute Mail Carrier. The Post Office is now aware they must come into the office and drop off and pick up mail. They have also been reminded of the second mail delivery on Election Day.

Meeting Adjourned at 5:30pm

Next Meeting: Friday, Sept. 15th at 9:30am.

Minutes submitted by Secretary, Joanna Elson